

Adm - 13.7

DDS&T 1343-71

3 May 1971

MEMORANDUM FOR: Contracting Officer, Special Contract and
Procurement Branch, OEL

Contracting Officer, Procurement Management
Staff, ORD

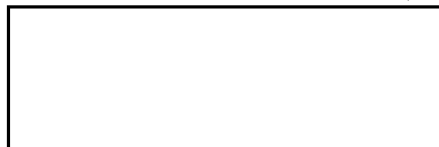
SUBJECT : Processing of Contract Renewals

1. Each year we seem to have some problems with processing of Tech. Rep. contracts, maintenance contracts, and analysis contracts. These generally are contracts renewed from year to year.

2. At one time these actions were being processed sufficiently in advance of 30 June to permit proper review and attention by reviewing authorities. Last year some of these actions were coming through as late as 15 June with many problems resulting from this. The Directorate has been criticized in the past by the Executive Director Comptroller in instances when the expiration date of an existing contract was so close as to prevent a reasonable time for reviewing the renewal action.

3. I recommend that you examine the list of renewals customarily processed through your respective offices to see what status these may be in. This is particularly true of analysis actions from FMSAC and OSI. I suggest that you do everything you can to move these actions forward in those instances where approval is required by DDS&T, PPB or the Executive Director Comptroller.

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Chief

Procurement Management Staff, DDS&T

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